

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION.

CLASSIFICATION: **SUPERVISING RIGHT OF WAY AGENT**

POSITION TITLE: **ACQUISITION AND RELOCATION ASSISTANCE**

SALARY: **\$6779 - \$7474**

LOCATION: **DISTRICT 7 – LOS ANGELES**

FINAL FILING DATE: **MAY 27, 2009**

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy District Director of Right of Way, the Supervising Right of Way Agent is responsible as the District Right of Way single focal point for the supervision of a team of professional and technical staff to achieve the most effective use of resources of Right of Way Acquisition, Relocation Assistance, Utility Relocation and Local Program project delivery functions. Responsibilities include, but are not limited to:

Acquisition and Condemnation:

- Organizes and directs the team through the team leaders who are responsible for acquiring properties vested in individuals, corporations, railroads and partnerships on all projects.
- Directs the team leaders and teams responsible for preparation of condemnation documents and interaction with Legal to facilitate position of required property rights. Serves as the primary point of contact with Headquarters Right of Way in these areas.

Relocation Assistance:

- Organizes and directs the team through team leaders who are responsible for administering the Uniform Relocation Assistance Act of 1970 and ensures that all occupants have been relocated out of the right of way and secures their relocation benefits on all projects.

Utility Relocation:

- Organizes and directs the team through the team leader who is responsible for the relocation or protection in place of all public utilities and ensures that the utility companies receive their relocation costs for all projects, if applicable.

Public Meetings and Correspondence:

- Represents Right of Way at public meetings and answers public inquiries related to project delivery and the right of way process.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

Or II

Experience: Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles of public administration including capital program, personnel management, program development, budgeting, and supervision; goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities; general management principles and practices; management problem-solving methods; principles of policy development and formulation of principles and practices of disseminating public information; the Department's safety, health, equal employment opportunity and labor relations program objectives; a supervisor's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Plan, organize, and direct or make decisions involving the work of a large Right of Way staff; develop program direction and concepts; establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels; and effectively contribute to the Department's safety, health, equal employment opportunity and labor relations program objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated ability to work as a team with managers in all Caltrans divisions to effectively deliver projects.
- Demonstrated ability to network statewide at the District and Headquarters level to implement effective solutions and solve problems based on statewide best business practices.
- Demonstrated ability to take initiative to improve work processes across organizational boundaries.
- Demonstrated in-depth knowledge of budget processes, programming, budget change proposals, and resource management.
- Demonstrated knowledge and implementation of project management processes including work plan development, scheduling, estimating, performance reporting, workload balancing, team development and risk management.

- Demonstrated in-depth knowledge of transportation financing and the unique organization opportunities and challenges of bond, tax measure, grand and public-private partnerships.
- Demonstrated experience in dealing with local agencies such as cities, counties, and local transportation agencies.
- Demonstrated experience in preparing and making oral presentations.
- Demonstrated knowledge of state and federal laws, rules and policies pertaining to right of way acquisition activities.
- Demonstrated knowledge of state and federal laws, rules and policies pertaining to right of way relocation assistance activities.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678), which includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 9MSP11**.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualification must be received or postmarked by the final file date of **MAY 27, 2009**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (9MSP11)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to: Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.